

# Community Grants Program

## Program Guidelines

### To help our community to thrive we:

- Support locally based not-for-profit groups and organisations to help deliver projects, events and creative ideas that increase community engagement, participation, skills or training.
- Invest in projects that will increase community access to programs and activities.
- Partner with not for profit organisations that share our vision for our communities future as outlined in the [Strategic Community Plan 2024 – 2044.](#)

### To be eligible for our funding your organisation will:

- Be an incorporated, not for profit organisation or;
- Be an un-incorporated community group under the auspices of an incorporated association.
- Deliver your project in the City of Mandurah local government boundaries.
- Hold current Public Liability insurance.
- Comply with Local, State and Commonwealth laws applicable to the approved project or initiative.
- Have discussed your project with a Community Development prior to submitting the grant application.

### We're looking for:

- Projects that provide a community benefit, which can be completed within a 12-month period.
- Projects and initiatives that demonstrate clear community need and value for money.
- Organisations that have demonstrated ability to deliver projects that address community needs.
- Initiatives that support the key directions outlined in the [Strategic Community Plan 2024 – 2044.](#)
- Projects which are accessible and inclusive of people of all ages, ability, culture, genders, and financial background.
- The project demonstrates value for money.
- Projects that can demonstrate measurable outcomes and impact on the community.
- Projects that align with **at least one** of the Community Grant objectives;
  - Support for Mandurah's most vulnerable communities.
  - Build capacity of community organisations and residents associations.
  - Increase volunteering, including capacity and training within the City of Mandurah.
  - Improve access to technology for education and training within the City of Mandurah.
  - Celebrate and encourage cultural diversity and social inclusion.
  - Create opportunities for localised smaller scale events (within allowed government restrictions).
  - Youth development initiatives that build capacity and develop leadership ability.
  - Celebrate Mandurah through arts and culture.
  - Build neighbourhood connection and linkages.
  - Celebrate and highlight local indigenous culture.

## What we do fund:

- Costs associated with delivery of the project or initiative.
- Direct project delivery expenses e.g., instructor, consultant, or training provider costs that are part of the event or initiative.
- Equipment purchases / hire i.e., if it increases the capacity of the group to deliver its services.
- Marketing and advertising costs.
- Facility hire.

## What we don't fund:

- Projects taking place outside of the City of Mandurah local government boundaries.
- Retrospective, contingency or on-going operational costs, e.g., salaries, rent, insurance, admin costs.
- Projects or initiatives that could/should be funded through contractual or individualised Government funding arrangements.
- Income generating or commercial activities.
- Camp costs, travel, entry fees or insurance.
- Projects that duplicate existing services and programmes in the City of Mandurah.
- Activities that are already covered by existing service agreements/grants or sponsorship with the City of Mandurah.
- Applicants or auspice with an open funding agreement under the Community Partnership Grant.
- Projects which occur as part of the City of Mandurah's ordinary activities.
- Applicants or auspice with outstanding debts or acquittals due City of Mandurah.
- Large capital expenditure, e.g., lease payments, repair or maintenance of buildings or purchase of major equipment.
- Faith based or activities for religious purposes (although welfare and community service activities of faith-based groups can be funded).
- The purchase of alcohol, prizes or gifts.
- Projects that are considered to have a political or lobbying purpose.
- Conferences, sponsorship or fundraising appeals.
- Previous successful community grant recipients within this financial year.

## Additional information

### Open and Close dates

The Community Grant Program offers two funding rounds that open in February and September each year.

### Grant limits

Eligible groups may apply for one off grants of up to \$5,000.

Applications will be received on the official form via the City of Mandurah [SmartyGrants](#) Portal prior to the closing date. Late applications will not be accepted.

### Required Documentation

Copies of the following documents should be attached to applications:

- Incorporation registration
- Current public liability certificate
- A clear and comprehensive budget complete with quotes for all items

## What happens next:

Applicants will receive notification within 10 working days confirming receipt of application. The City reserves the right to reject any application that does not meet the eligibility criteria and/or to request further information. All applicants are notified of the panel decision in writing, within six weeks of the rounds closing date. If successful, recipients must adhere to the following conditions of funding:

- Recipients will be required to enter into a formal Grant Agreement with the City of Mandurah.
- Funded activity must commence no later than 8 weeks past the date of the executing the grant agreement.
- The funded activity must be completed and acquitted within 12 months from the notice of funding agreement.
- Recipients will be required to acknowledge the City of Mandurah's support and contribution in promotional materials, media releases or other public documents relating to the project or event, where possible, including invitation to formal openings etc.
- Recipients must demonstrate acknowledgement, outcomes and evidence expenditure against the grant through an annual progress report, submitted via the City of Mandurah [SmartyGrants](#) portal, on the online template provided.

## Application process

It is a requirement of the Community Grants Fund that you discuss your project with a City Senior Community Development Officer before submitting your grant application to:

- confirm eligibility,
- seek feedback and get assistance with your idea.

Please contact 9550 3777 or email [cdo@mandurah.wa.gov.au](mailto:cdo@mandurah.wa.gov.au).

After your discussion, you will receive a receipt number to add to your application where marked. Do not interpret discussions as an approval of the grant.

Please note, current City of Mandurah grantees must have successfully acquitted all grants to be eligible to apply.

Canvassing of Elected Members or City officers could exclude applications from grant funding.